

**CITY OF CHICAGO  
TUITION REIMBURSEMENT PROGRAM  
NOTICE OF TUITION REPAYMENT REQUIREMENTS**

January 1, 1997

As of January 1, 1997, any City of Chicago employee participating in the Tuition Reimbursement Program will be subject to the following tuition repayment requirements upon leaving his/her job.

1. Any employee who commences an undergraduate or graduate degree program after this date and receives the degree, will be required to repay any and all tuition reimbursement payments received related to obtaining such degree if the employee elects to resign from his/her job within one year after such degree is conferred.

2. Any employee who commences an undergraduate or graduate degree program after this date and receives the degree will be required to repay one-half (50%) of any and all tuition reimbursement payments received related to obtaining such degree if the employee elects to resign from his/her job more than one year but less than two years after the date such degree is conferred.

3. Any employee who commences an undergraduate or graduate degree program after this date and then voluntarily resigns from employment with the City before the program is completed and the degree conferred will be required to repay 100% of all tuition reimbursement payments received at any time up to two years preceding the employee's date of resignation.

I, \_\_\_\_\_ have read the above  
(Print Name)

statement relating to tuition reimbursement requirements and, as a condition of my eligibility for tuition reimbursement payments, agree to comply with them as a participant in the Tuition Reimbursement Program.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date